

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK II –
Human Resources

SALARY GROUP: A07

DEPARTMENT: Commissary and Trust Fund

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Eric R. Johnston DATE: 7/02/2015

POSITION #: 031255

I. JOB SUMMARY

Performs routine human resources clerical work. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents; and maintaining files. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Prepares and proofs human resources correspondence, reports, summaries, manuals, records, and other related documents, ensuring compliance with rules, regulations, policies, and procedures; and assists in reviewing human resources information and statistics.
- B. Performs data entry and retrieval; compiles, organizes, and tabulates data, makes calculations, and prepares charts, graphs, and tables; and maintains, files, logs, and records to include automated information systems.
- C. Completes notification to applicants and employees regarding required actions, form completion, and appointments; and provides notification related to selection activities.
- D. Posts information on agency records; administers and scores employment tests; assists in screening applications; and assists in scheduling training for employees.
- E. Answers telephone and takes messages; responds to requests for information; answers inquiries regarding policies and procedures; assists the public and staff in completing forms; and assembles and distributes information.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Clerical, secretarial, administrative support, or technical program support experience preferred.
- 3. Computer operations experience preferred.

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B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, grammar, and arithmetic.
3. Knowledge of human resources policies and procedures preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to prepare and maintain accurate records, files, and reports.
8. Skill in the use of computers and office equipment in a stand-alone or local area network environment.
9. Skill to type 45 words per minute (with no more than 10 errors) preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, twist, reach above the shoulder, grasp, pull, bend repeatedly, , identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.